

**BY ORDER OF THE COMMANDER  
AIR FORCE MATERIEL COMMAND**



**AIR FORCE INSTRUCTION 90-401**

**AIR FORCE MATERIEL COMMAND**

**Supplement 1**

**4 NOVEMBER 2002**

**Command Policy**

**AIR FORCE RELATIONS WITH CONGRESS**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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This supplement implements AFPD 90-4, *Relations With Congress* and AFI 90-401, *Air Force Relations With Congress*. It expands on AFI 90-401 by providing guidance and procedures for AFMC personnel who respond to congressional inquiries. This supplement applies to all offices of record within AFMC. This supplement does not apply to the Air National Guard or US Air Force Reserve units and members. Base supplements can add to but not take away from the Air Force instruction (AFI) and MAJCOM supplement.

**SUMMARY OF REVISIONS**

This supplement revises the supplement dated 1 March 1996. It clarifies the fact that the Office of Congressional Activities is AFMC/XPPL. It emphasizes the fact that all AFMC HQ organizations and field units must comply with AFI 90-401.

**AFI 90-401, 1 July 1998, is supplemented as follows:**

**5. (Added) AFMC Responsibilities.** AFMC is responsible for complying with the provisions of AFI 90-401. To meet these responsibilities in a prompt, factual, and consistent manner, HQ AFMC established the Office of Congressional Activities in HQ AFMC/XPPL as the command office of primary responsibility (OPR) for congressional activities. You can reach this office at DSN 787-8450, commercial (513) 257-8450, FAX DSN 787-6192, commercial (513) 257-6192.

5.1. (Added) HQ AFMC/XPPL Responsibilities.

5.1.1. (Added) HQ AFMC/XPPL will provide the Commander assessments of congressional activities command-wide, including congressional inquiries that merit the Commander's attention.

5.1.2. (Added) HQ AFMC/XPPL is responsible for providing to headquarters staff and field units general information regarding Air Force relations with Congress and specific information on legislative programs and issues that affect the command.

5.1.3. (Added) HQ AFMC/XPPL is the headquarters OPR for official visits by Members of Congress and congressional staff.

5.1.4. (Added) HQ AFMC/XPPL is the command focal point for coordinating legislative issues through SAF/LL. Exception: HQ AFMC/JA compiles AFMC legislative initiatives, as described in AFMCI 51-101, *Legislative Initiatives Program*.

5.1.5. (Added) HQ AFMC/XPPL will coordinate on all HQ Staff replies to congressional inquiries and information provided to congressional committees, Members of Congress, and their staff. Exception: Inquiries sanctioned under AFI 90-301, *Inspector General Complaints*.

5.1.6. (Added) In the event of a congressional inquiry requiring inputs from more than one functional to develop an AFMC response, HQ AFMC/XPPL will coordinate with the functionals involved and determine a lead OPR for developing the response.

5.2. (Added) HQ AFMC Directorates/Offices and Field Units Responsibilities. Comply with AFI 90-401. Additionally, report congressional inquiries, congressional visits, and invitations whether written or verbal, to HQ AFMC/XPPL within one working day of notification.

5.2.1. (Added) For all congressional inquiries (*except inquiries sanctioned under AFI 90-301, Inspector General Complaints*), ensure you provide HQ AFMC/XPPL with the following information: base/unit impacted, name of Member of Congress or staffer generating the inquiry, topic, OPR (include DSN phone number), date of receipt, due date (if any), and date of completion. Ensure compliance with the provisions of AFI 90-401, para 4.3.

5.2.2. (Added) Send a copy of the congressional inquiry and your reply to the inquiry (*except inquiries sanctioned under AFI 90-301, Inspector General Complaints*) to HQ AFMC/XPPL within one working day of completion.

5.2.3. (Added) For congressional visits and invitations, provide HQ AFMC/XPPL with the following information: visitor(s) name, date of visit, purpose of visit, and OPR (include DSN phone number). If there is any sensitive issue that arises out of the visit, the organization visited will inform HQ AFMC/XPPL within one working day. Ensure compliance with the provisions of AFI 90-401, para 4.2. Ensure local protocol offices are made aware of visits by Congressional members and staff members.

JOHN L. BARRY, Major General, USAF  
Director of Plans and Programs